



City of Austin - JOB DESCRIPTION



Assistant Director, Engineering

FLSA:	Executives/2	EEO Category:	(10) Official/Adm
Class Code:	10815	Salary Grade:	E00
Approved:	October 24, 1997	Last Revised:	May 14, 2008

Purpose:

Under direction of the Director, Water & Wastewater, responsible for administering all engineering/construction programs, including special projects and the design and construction of City of Austin's Water and Wastewater facilities.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Establish design and construction schedules for improvements to correct all identify areas with low pressure and develop time lines for completion.
2. Establish schedule and funding for improvements to the Utility's wastewater system related to the EPA Administrative Order regarding sanitary sewer overflows.
3. Complete design of necessary improvements and award construction contracts for all annexation projects.
4. Modify the CIP tracking system to tract individual projects budgets vs. expenditures with explanations for variances from each project manager.
5. Maintained O&M expenditures for the budgeted year without exceeding the fiscal year objectives.
6. Finalize and obtain Council approval of a revised Service Extension and Developer Reimbursement Ordinances in conjunction with revision to the Land Development Code.
7. Monitors all develop reimbursements to ensure that all requirement are within the limits and conditions establish by Council.
8. Develop a process to tract construction change orders. Determine the industry standard and establish a goal for reducing the dollars as a percentage.

Responsibilities - Supervisor and/or Leadership Exercised:

Supervisory and/or Leadership Functions.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of local, state and federal law and city water utility ordinances.
- Knowledge of supervisory and managerial techniques and principles.
- Knowledge of budgeting methods and systems.
- Skill in oral and written communications.
- Skill in handling conflict and uncertain situations.
- Skill in collecting, analyzing and interpreting applicable research data.
- Ability to work with frequent interruptions and changes in priorities
- Ability to train others.
- Ability to analyze and resolve irregular events.

Minimum Qualifications:

Bachelor's Degree in Civil or Environmental Engineering or related degree and ten (10) years experience with at least five (5) years with a water and wastewater utility.

Licenses and Certifications Required:

State of Texas Professional Engineer

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.